

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090041-1

Requests for New or Revised Forms on Hand as of 15 March 1962

I. New Forms -

1. Office of Security - 6 for use in monitoring secured areas and vaults in Headquarters Bldg. with the new Simplex electronic time clock.
2. Office of Security - 1 - Biographic Data for use in and sent to Headquarters for printing from paper mats. Will eliminate typing and retyping now being done at Headquarters.
3. Office of Security - 1 Case Control Card
4. Office of Security - 1 Reference Slip; four part snap-out set; fourth part will be a charge out, thus eliminating retyping of a charge out file.
5. DDP - 1 - will eliminate 8 bootleg forms
6. ORR - 1 - Equipment Breakdown
7. Logistics - Contract Inspection Report
8. OBI - NIS Production Schedule
9. Records Center - Notification of Disposition Action

25X1

II. Revised Forms - 2

1. Commo - 2 - Lateral Cable

Shelf File Projects on Hand as of 15 March 1962

1. OO/FDD
2. Office of Security
3. Office of Communications - 2
4. Real Estate and Construction
5. NPIC

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Records Surveys, Studies and Special Projects on Hand 15 March 1962

- 1. Survey of Agency Courier System and Procedures**
- 2. Sorting Equipment - RID/DDP**
- 3. Survey of System for Dissemination of FBID Publications.**

25X1

Requests for New or Revised Forms on Hand as of 15 March 1962

I. New Forms -

1. Office of Security - 6 for use in monitoring secured areas and vaults in Headquarters Bldg. with the new Simplex electronic time clock. [redacted]

25X1

25X1

2. Office of Security - 1 - Biographic Data for use in [redacted] and sent to Headquarters for printing from paper mats. Will eliminate typing and retyping now being done at Headquarters.

25X1

3. Office of Security - 1 Case Control Card

4. Office of Security - 1 Reference Slip; four part snap-out set; fourth part will be a charge out, thus eliminating retyping of a charge out file.

5. DDP - 1 - will eliminate 8 bootleg forms [redacted]

25X1

6. ORR - 1 - Equipment Breakdown

7. Logistics - Contract Inspection Report

8. OBI - NIS Production Schedule [redacted]

25X1

9. Records Center - Notification of Disposition Action [redacted]

25X1

II. Revised Forms - 2

1. Commo - 2 - Letter Cable [redacted]

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Shelf File Projects on Hand as of 15 March 1962

1. OO/FDD

2. Office of Security

3. Office of Communications - 2

4. Real Estate and Construction

5. NPIC

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Records Surveys, Studies and Special Projects on Hand 15 March 1962

1. Survey of Agency Courier System and Procedures ✓
2. Sorting Equipment - RID/DDP ✓
3. Survey of System for Dissemination of FBID Publications. ✓

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1			
2	7D-24, Headquarters		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	SIGNATURE
Remarks:			
<p>Colwell:</p> <p>Attached is a listing of the major assignments on hand as of 15 March. As you will note, the work load is still heavy.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
604 - 1016 16th St. Records Admin. Officer			3/16/62
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET